



Common Library Reports

ACCOUNTING/BUDGET/PAYROLL REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
COM021	Report that displays state share costs and administrative costs for the following benefits: health, dental, vision, life, FlexElect Cash, flex employer paid administrative fee, retirement, Social Security and Medicare.	COM-12
COM024	Report that identifies total wages paid from blanket funds for a specified pay period. Included are overtime and temporary help payments.	COM-14
COM025	Report that identifies retirement and Social Security/Medicare expenditures.	COM-15
COM026	Report that identifies state expenditures for each type of payment and for the following benefits: health, dental, vision, life, FlexElect Cash, and flex employer paid administrative fee.	COM-16

EQUAL EMPLOYMENT OPPORTUNITY REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
COM011	Report that counts employees by ethnicity and class title within an agency and unit. Two percentages are produced based on these counts, one for the unit and the other for the department.	COM-8
COM017	Report that compares your department's overall ethnic composition with the labor force parity you provide.	COM-9
COM020	Report that compares your department's overall ethnic and gender composition with the statewide labor force parity you provide.	COM-11
COM028	Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender.	COM-18
COM029	Report that produces an ethnic and gender breakdown of employee counts by class title and calculates percentages based on the total count of active employees in each class.	COM-19

INTERMITTENT HOURS TRACKING REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
INT001	Report that identifies intermittent employees eligible for health/dental benefits based on the specified control period.	INT-1
INT002	Report that identifies intermittent employees currently enrolled in health/dental benefits that have become ineligible based on the specified control period.	INT-2
INT003*	Report that identifies intermittent employees reaching the end of their vacation or personal holiday waiting period.	INT-3
INT004	Report that identifies intermittent employees not currently enrolled in a retirement plan that have become eligible.	INT-4
INT005	Report that identifies total hours worked and wages paid to intermittents (roll code 3, 4, 6, and 7) for a specified pay period.	INT-5
INT006	Report that identifies intermittent employees reaching their 1500 hour maximum (worked 1200 hours or more) for the specified year.	INT-6
INT007*	Report that identifies actual time worked (ATW) employees who have worked more than 150 days toward the 194 day maximum, based on the Leave Benefit ID 'DL' (days limited).	INT-7
INT008*	Report that identifies intermittent employees with probation reports due and indicates when the report is to be completed. Based on the Leave Benefit ID 'HP' (hours probation).	INT-8

*Use of these reports requires participation in the California Leave Accounting System (CLAS)

LABOR RELATIONS REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
COM023	Report that identifies employees who had a change in their collective bargaining designation.	COM-13

LEAVE ACCOUNTING REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
LEAVE001*	Report that identifies employees on Direct Deposit with less than 40 hours combined balance of Annual Leave, Vacation, CTO, Personal Leave and Excess Hours AND a Sick Leave balance of less than 20 hours.	LV-1
LEAVE004*	Report that identifies employees projected to exceed the vacation or annual leave maximum based on an employee's CBID. Note: This report cannot project changes in leave accrual rates.	LV-2
LEAVE006*	Report that identifies employees with a PLP balance and the dollar equivalent to cash out.	LV-3
LEAVE007*	Report that identifies employees who have state service data, but do not have leave benefit data. This report should be run periodically to determine if CLAS needs to be corrected.	LV-4
LEAVE009*	Report that provides the total number of CTO hours worked, and the total overtime hours worked and paid for a specified pay period.	LV-5
LEAVE010*	Report that provides the count of employees who used sick leave, and the total amount of sick leave hours used in a specified leave period. Report includes hours for leave benefits used in lieu of sick leave (leave transaction codes: 04, 71).	LV-6
LEAVE011*	Report that provides the number of hours worked and used, and the average number of employees for one calendar year for California Occupational Safety and Health Administration (CalOSHA). This report is similar to COM027, but uses the THLAS Leave file to subtract all hours used to get the final "TOTAL HOURS".	LV-7

* Use of these reports requires participation in the California Leave Accounting System (CLAS)

PERSONNEL REPORTS

REPORT NAME	DESCRIPTION	PAGE NUMBER
COM001	Report that creates mailing labels for active employees.	COM-1
COM003	Report that identifies employees with missing or erroneous information: employee name, address, birthdate, ethnicity, or gender. This report can be run periodically to determine if PARs and/or EARs need to be corrected.	COM-2
COM005	Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report is sorted by position number.	COM-3
COM007	Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report page breaks on agency code.	COM-4
COM008	Report that creates labels for employees with probation reports due.	COM-5
COM009	Report that identifies employees with Individual Development Plans (IDP) due.	COM-6
COM010	Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report is sorted by agency, unit and probation report due date.	COM-7
COM018	Report that identifies employees new to your department during the period specified. Headquarters departments (i.e., DMH, DDS, DMH, Education, and Corrections) use COM034.	COM-10
COM027	Report that provides the number of hours worked and average number of employees for one calendar year to the California Occupational Safety and Health Administration (CalOSHA). If your department participates in CLAS, you should use Common Library Report LEAVE011, which uses the THLAS leave file.	COM-17
COM032	Report that generates labels to be placed at the top of a standard Individual Development Plan (IDP) form (Std. 637).	COM-20
COM033	Report that identifies employees on Direct Deposit during a specified pay period.	COM-21
COM034	Report that identifies employees new to headquarters agencies (i.e., CYA, DDS, DMH, and Corrections) during a specified period.	COM-22
PERS001*	Report that identifies employees approaching 20, 25, or 40 years of state service within the next 12 months.	PERS-1

* Use of these reports requires participation in the California Leave Accounting System (CLAS)

POSITION INVENTORY REPORTS**

REPORT NAME	DESCRIPTION	PAGE NUMBER
POS001	Report that lists all established or reclassified positions displaying Full Time Equivalency (FTE) and includes the name and time base of the employee occupying the position.	POS-1
POS002	Report that lists all established or reclassified positions displaying Full Time Equivalency (FTE) sorted by Class Title. It includes the name and time base of the employee occupying the position.	POS-2
POS003	Report that provides a summary of established filled/vacant positions sorted by Class Title.	POS-3
POS004	Report that provides a department summary of established filled/vacant positions sorted by Class Code.	POS-4
POS005	Report that displays positions where expenditures have not been charged to the listed positions for 6 consecutive months or more in a fiscal year.	POS-5
POS006	Report that displays a summary of the number of positions where expenditures have not been charged to a position for 6 months or more in a fiscal year.	POS-6
POS007	Report that displays positions where expenditures have not been charged to that position for 3, 4, or 5 months prior to the date the file was updated.	POS-7
POS008	Report that displays a summary of the number of positions where expenditures have not been charged to a position for 3, 4, or 5 months prior to the date the file was updated.	POS-8

****NOTE:** Some positions scheduled to be abolished annually by the State Controller's Office Position Control Unit may not be reflected on these reports. If a position is vacant, then reclassified and remains vacant, *only the new position* will be counted towards the number of months without expenditures. Example: Position A is vacant for two months and is reclassified to Position B. Position B is vacant for two months then reclassified to Position C, which is also vacant. Position C will not appear on any reports until it is vacant for 3 months, at which time, it will then appear on Report POS007 & POS008. These reports cannot recognize the previously vacant months in Position A and B. In the annual processing of abolished positions by the Position Control Unit, Position C will be abolished if no expenditures are made in Position A or B or in the first two months of Position C.

COM001

Report that creates mailing labels for active employees.

MICHAEL ACKERS 9888 EMPEROR AVENUE ARCADIA, CA 91116
H A ACKERSON 848 HARVARD BEND WOODLAND, CA 95695
CHRISTOPHER R ADAME 5588 53RD AVE SACRAMENTO, CA 95814
MANUEL C ARRELLANO 1948 RIVERSIDE BLVD NEWCASTLE, CA 95689

COM003

Report that identifies employees with missing or erroneous information: employee name, address, birthdate, ethnicity or gender. This report can be run periodically to determine if PARs and/or EARs need to be corrected.

PAGE 1

EMPLOYEES WITH MISSING OR ERRONEOUS DATA
 PLEASE CORRECT EAR/PAR INFORMATION
 DATE: 05/02/2000 DATA AS OF: 04/28/2000

POSITION NO	SSN	NAME	ETHNIC	X	BIRTH	STREET ADDRESS	CITY STATE	STATUS
-----	---	----	-----	-	-----	-----	-----	-----
998-100-1579-002	001-11-1111	CRABTREE, SUSAN R		F	1938/03/16	1774 DEVON ST	SAN DIEGO CA	ACTIVE
998-100-1728-051	002-22-2222	MARTINEZ, PAUL C		M	1943/12/06	1499 LEROY AVE	BERKELEY, CA	ACTIVE
998-100-1728-092	003-33-3333	GORDON, GEORGE		M	1952/11/13	1998 GOLDEN WY	AUBURN, CA	ACTIVE
998-100-1771-001	004-44-4444	FONG, ROBERT S			1931/02/01	7777 LUDING DR.	LA JOLLA, CA	ACTIVE
998-110-1379-002	005-55-5555	FOGERTY, JOHN	9	M	1926/04/24			PERM SEP

NOTE: ETHNIC CODE 9 IS A CALIFORNIA STATE UNIVERSITY DESIGNATION
 FOR MEXICAN-AMERICAN

COM005

Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report is sorted by position number and can be run monthly.

PAGE 1

PROBATION REPORT
FOR THE MONTH OF APRIL

POSITION NUMBER	PROB DUE DATE	STATUS	PROB END DATE	SSN	NAME
-----	----	-----	----	---	----
999-011-5393-001	04/12/2000	1ST	08/12/2000	333-88-5555	COOK, KATHLEEN
999-012-1301-001	04/14/1999	2ND	08/14/2000	444-33-0000	ADAMS, ANNE
999-012-1379-002	04/06/1999	3RD	04/06/2000	555-44-9999	GREEN, GARY

COM007

Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report page breaks on agency code.

PAGE 1

PROBATION REPORT
FOR THE MONTH OF APRIL

POSITION NUMBER -----	PROB DUE DATE ----	STATUS -----	PROB END DATE ----	SSN ---	NAME ----
998-011-5393-001	04/12/2000	1ST	08/12/2000	333-88-5555	CARNIE, KATHLEEN
998-012-1301-001	04/14/2000	2ND	08/14/2000	444-33-0000	JEWEL, ANNE
998-012-1379-002	04/06/2000	3RD	04/06/2000	555-44-9999	LOUDEN, GARY

COM008

Report that creates labels for employees with probation reports due.

GUZMAN, MARIANNE	555-44-3333
PROB DUE: 04/03/2000	1ST
CLAIM AUDITOR	777-313-1771-002
PROB END DATE: 08/03/2000	
STATE CONTROLLERS OFFICE	
WILLIAMS, RICHARD R	222-11-4444
PROB DUE: 04/01/2000	3RD
ST SVS MANAGE AUD	777-313-5841-212
PROB END DATE: 04/01/2000	
STATE CONTROLLERS OFFICE	
SHAFFER, KAITLIN L	444-33-2222
PROB DUE: 04/06/2000	2ND
AS PROG ANALYST/SP	777-444-1579-925
PROB END DATE: 06/06/2000	
STATE CONTROLLERS OFFICE	

COM009

Report that identifies employees with Individual Development Plans (IDP) due.

PAGE 1

LIST OF EMPLOYEES DUE AUGUST IDPS
DATA AS OF: 04/28/2000

POSITION NUMBER -----	NAME -----	CLASS TITLE -----
998-100-1579-002	MCCOY II, DENNIS H	AS PROG ANLYST/SP
998-100-1728-051	KING, LAWRENCE J	EXEC A
998-100-1728-092	SMITH, MERIDETH	EXEC A
998-100-1771-001	TUTTLE, SUSAN R	CLAIM AUDITOR

PAGE 1

LIST OF EMPLOYEES DUE AUGUST IDPS
DATA AS OF: 04/28/2000

POSITION NUMBER -----	NAME -----	CLASS TITLE -----
998-110-1379-002	GARCIA, JOHN	OFF ASST/TYP
998-110-5237-004	KERR, AMANDA C	LEGAL ANALYST

COM010

Report that identifies employees with probation reports due and indicates whether it's the 1st, 2nd, or 3rd probation report. Report is sorted by agency, unit and probation report due date.

PAGE 1

PROBATION REPORT FOR APRIL

POSITION NUMBER	PROB DUE DATE	STATUS	PROB END DATE	SSN	NAME	CLASS TITLE
-----	----	-----	----	---	----	-----
998-111-1579-003	04/11/2000	1ST	08/11/2000	222-88-8888	COOK, KATHY	AS PROG ANALYST/SP
998-111-1771-084	04/17/2000	1ST	08/17/2000	555-33-4444	ANDREWS, ANN	CLAIM AUDITOR
998-111-1728-009	04/29/2000	3RD	04/29/2000	444-44-2222	GREEN, GARY	EXEC A

PAGE 1

PROBATION REPORT FOR APRIL

POSITION NUMBER	PROB DUE DATE	STATUS	PROB END DATE	SSN	NAME	CLASS TITLE
-----	----	-----	----	---	----	-----
998-113-1138-202	04/03/2000	2ND	06/03/2000	111-88-5555	MCCARTHY, WILMA	OFF TECH (TYPING)
998-113-5197-001	04/17/2000	3RD	04/17/2000	333-66-9999	NGUYEN, DAVID S	TRAINING OFFICER I
998-113-1503-006	04/27/2000	1ST	08/27/2000	555-66-7777	FILLMORE, JAMES D	MAT & STORES SP

COM011

Report that counts employees by ethnicity and class title within an agency and unit. Two percentages are produced based on these counts, one for the unit and the other for the department.

PAGE 1

ETHNIC BREAKDOWN BY AGENCY AND UNIT FOR ACTIVE EMPLOYEES
AS OF: 04/28/2000

AGENCY	UNIT	ETHNICITY	CLASS TITLE	SSN COUNT	UNIT PERCENT	DEPT PERCENT
-----	----	-----	-----	-----	-----	-----
978	100	BLACK	GRAD STUDENT ASST	1	100.00	.07
	101	BLACK	ASST EXAM PROCTOR	1	5.00	.08
		HISPANIC	ASO GOVRL PROG ANL	1	5.00	.07
			BLDG MAINT WORKER	1	5.00	.07
			LABORER	1	5.00	.07
			STUDENT ASSISTANT	1	5.00	.07
			SUP PROPERTY AGENT	3	15.00	.22
		WHITE	ASO GOVRL PROG ANL	2	10.00	.15

NOTE: BECAUSE THIS REPORT IS BROKEN DOWN BY AGENCY, UNIT AND CLASS
DUPLICATE COUNTS WILL OCCUR FOR ACTIVE EMPLOYEES WITH POSITIONS
IN MORE THAN ONE POSITION NUMBER WITHIN THE SAME AGENCY.

CONFIDENTIAL INFORMATION

GENERATED ON 05/02/2000

COM017

Report that compares your department's overall ethnic composition with the labor force parity your provide.

PAGE 1

COMPARISON OF DEPARTMENTAL ETHNIC BREAKDOWN
WITH LABOR FORCE PARITY
DATA AS OF: 04/28/2000

ETHNIC GROUP	LABOR FORCE PARITY	#	%	DIFF %
-----	-----	---	---	----
AMER INDIAN	.70	1	.14	-.56
ASIAN	3.60	72	10.29	6.69
BLACK	6.60	77	11.00	4.40
FILIPINO	1.60	23	3.29	1.69
HISPANIC	10.20	80	11.43	-5.77
OTHER	.50	8	1.14	.64
PACIFIC ISL	.30	3	.43	.13
WHITE	69.80	436	62.29	-7.51

CONFIDENTIAL INFORMATION
GENERATED ON 05/02/2000

COM018

Report that identifies employees new to your department during the period specified.
Headquarters departments (i.e., DMH, DDS, Corrections) use COM034.

PAGE 1

EMPLOYEES NEW TO THE DEPARTMENT
FROM 07/01/1999 TO 06/30/2000
DATA AS OF: 07/02/2000

POSITION NUMBER -----	SSN ---	TRANS CODE -----	EFF DATE ----	EMPLOYEE -----
555-111-2323-001	011-22-3232	A01	09/01/1999	BANKS, MARTHA C
555-111-2324-006	012-22-4343	A01	08/15/1999	WALTON, JONATHON
555-122-4455-101	013-33-4544	A02	06/01/2000	VASQUEZ, PAUL R
555-122-5556-009	111-23-4567	A01	12/01/1999	WEAVER, SUSAN D
555-223-2323-203	123-32-5566	A04	10/15/1999	KELLY, JOHN F
555-400-4455-091	134-44-3344	A02	12/15/1999	SCHULTZ, MICHELLE
555-400-6324-222	222-33-7788	A01	05/01/2000	SMITH, DERRICK D
556-222-3454-074	234-67-5555	A01	10/01/1999	CASTILLO, CARLA C

COM020

Report that compares your department's overall ethnic and gender composition with the statewide labor force parity you provide.

PAGE 1

COMPARISON OF DEPARTMENTAL ETHNIC AND GENDER BREAKDOWN
WITH LABOR FORCE PARITY
DATA AS OF: 04/28/2000

ETHNIC GROUP	GENDER	LABOR FORCE PARITY	#	%	DIFF %
-----	-----	-----	---	---	----
AMER INDIAN	F	.30	2	.14	-.16
	M	.40	2	.14	-.26
ASIAN	F	1.70	96	6.90	5.20
	M	1.90	74	5.32	3.42
BLACK	F	3.20	92	6.61	3.41
	M	3.40	33	2.37	-1.03
FILIPINO	F	.80	25	1.80	1.00
	M	.80	20	1.44	.64
HISPANIC	F	6.80	125	8.98	2.18
	M	10.40	58	4.17	-6.23
OTHER	F	.10	14	1.01	.91
	M	.10	10	.72	.62
PACIFIC ISL	F	.10	3	.22	.12
	M	.20	1	.07	-.13
WHITE	F	29.80	475	34.12	4.32
	M	40.00	362	26.01	-13.99

CONFIDENTIAL INFORMATION
GENERATED ON 05/02/2000

COM021

Report that displays state share costs and administrative costs for the following benefits:
health, dental, vision, life, FlexElect Cash, flex employer paid administrative fee, retirement,
Social Security and Medicare.

PAGE 1

03/2000 PAYROLL SUMMARY WITH BENEFIT BREAKDOWN
FOR RETIREMENT TIER I
DATA AS OF: 04/28/2000

	STATE SHARE HEALTH -----	STATE SHARE DENTAL -----	STATE SHARE VISION -----	STATE SHARE FLEX CASH -----	STATE SHARE FLEX ER PAID FEE -----	STATE SHARE LIFE -----	STATE SHARE RETIRE -----	STATE SHARE SOC SEC -----	STATE SHARE MEDICARE -----	TOTAL ADMIN COST -----	TOTAL SS AND ADMIN -----
001-222	1307-091 153.10	COX, SANDRA B 13.91	9.33	.00	.00	.00	324.37	.00	.00	.77	\$501.48
	2943-004 376.87	LEMMON, BRIAN D 63.99	9.33	.00	.00	.00	470.94	240.55	56.26	1.88	\$1,219.82
	7500-003 402.61	O'CONNOR, TODD B 76.42	9.33	.00	.00	12.50	690.03	343.15	80.26	2.01	\$1,616.31
001-223	1148-007 .00	AMADA, JANET O 54.83	9.33	128.00	.00	6.48	324.77	173.40	40.56	.00	\$737.37
	1379-055 376.87	JENNINGS, LAWRENCE D 31.01	9.33	.00	.00	.00	190.36	126.29	29.54	1.88	\$765.28
	5758-009 384.80	PALERMO, JAMES P 28.39	9.33	.00	.00	.00	466.69	309.63	72.41	1.92	\$1,273.17

COM023

Report that identifies employees who had a change in their collective bargaining designation.

PAGE 1

EMPLOYEES WHO HAD A CHANGE IN BARGAINING DESIGNATION
 FROM 07/01/1999 TO 06/30/2000
 DATA AS OF: 07/14/2000

NAME	SSN	DESIG NATION	EFF DATE	TRANS CODE	POSITION NUMBER
----	---	-----	----	-----	-----
ADAMSON, STANLEY	555-22-3333	S	12/31/1999	A01	444-121-3804-006
		R	12/02/1999	MSA	444-121-3736-009
		R	07/01/1999	355	444-121-3736-009
		R	12/01/1998	A01	444-121-3736-009

HAMILTON, DENISE R	422-33-4444	C	03/02/2000	MSA	444-121-5393-025
		C	10/31/1999	120	444-121-5393-025
		R	10/01/1999	405	444-124-5393-022
		R	03/01/1999	A01	444-124-5393-022
		R	06/01/1998	MSA	444-124-5157-022

PARDUCCI, MAXINE C	533-22-5555	R	06/01/2000	120	444-663-3875-029
		R	10/01/1999	A02	444-663-3875-043
		S	10/01/1999	A03	444-663-3804-002
		S	06/14/1999	S49	444-663-3804-002
		S	01/01/1999	120	444-663-3804-002

COM024

Report that identifies total wages paid from blanket funds for a specified pay period.

PAGE 1

BLANKET EXPENDITURE REPORT
 (INCLUDES O.T. AND TEMP. HELP)
 FOR MARCH, 2000
 DATA AS OF: 04/28/2000

AGY	SERIAL NUMBER	UNIT	NAME	GROSS PAY	DAYS PAID	HOURS PAID
---	-----	----	----	-----	----	-----
999	901	510	ADAMS, JAMES C	\$379.92	0	12.00
		530	HILL, JAVIER	\$3,516.96	20	13.00
		540	GARVEY, RONALD	\$636.90	0	22.00
			JONES, JUAN M	\$1,155.20	0	38.00
*TOTAL BLANKET 901				\$5,688.98	20	85.00

COM025

Report that identifies retirement and social security/medicare expenditures by quarter.

PAGE 1

STATE SHARE EXPENDITURES
FOR RETIREMENT AND SOCIAL SECURITY/MEDICARE
BY QUARTER

FISCAL YEAR 1999/2000

	RETIREMENT	SOCIAL SECURITY/ MEDICARE	TOTAL
	-----	-----	-----
FIRST	\$1,355,237.60	\$157,101.60	\$1,512,339.20
SECOND	\$1,244,820.62	\$158,439.69	\$1,403,260.31
THIRD	\$1,394,208.71	\$160,723.75	\$1,554,932.46
FOURTH	\$984,388.31	\$126,432.87	\$1,110,821.18
TOTAL	\$4,978,655.24	\$602,697.91	\$5,581,353.15

DATA AS OF: 07/14/2000

COM026

Report that identifies state expenditures for each type of payment and for the following benefits: health, dental, vision, life, FlexElect Cash, and flex employer paid administrative fee.

PAGE 1

GROSS PAYMENTS AND STATE SHARE AMOUNTS
FOR 04/2000 TO 06/2000

PAY PERIOD	DEDUCTION/ PAYMENTS	STATE SHARE BENEFITS	TOTAL PAYMENTS	STATE SHARE RETR	STATE SHARE SOC SEC	STATE SHARE MEDICARE	TOTAL
-----	-----	-----	-----	-----	-----	-----	-----
04/2000	AWARD	\$.00	\$50.00	\$.00	\$3.10	\$.73	53.83
	DED ADJ REF	\$.00	\$.00	\$.00	\$.00	\$.00	.00
	DENTAL	\$51,286.51	\$.00	\$.00	\$.00	\$.00	51,286.51
	DSBLTY SUPP	\$.00	\$3,009.34	\$266.68	\$190.09	\$44.46	3,510.57
	FLEX CASH	\$16,536.00	\$.00	\$.00	\$.00	\$.00	16,536.00
	HEALTH	\$340,588.52	\$.00	\$.00	\$.00	\$.00	340,588.52
	IDL FULL	\$.00	\$8,032.43	\$1,041.91	\$.00	\$.00	9,074.37
	IDL-2/3	\$.00	\$9,368.87	\$1,177.54	\$.00	\$.00	10,546.41
	L/S OT	\$.00	\$8,628.66	\$.00	\$459.48	\$107.46	9,195.60
	L/S VAC	\$.00	\$42,458.19	\$.00	\$2,255.99	\$528.92	45,243.10
	LIFE INS	\$707.28	\$.00	\$.00	\$.00	\$.00	707.28
	MISC	\$.00	\$28,980.65	\$3,161.81	\$1,780.11	\$416.06	34,338.63
	NDI	\$.00	\$7,937.99	\$.00	\$263.62	\$61.66	8,263.27
	OVERTIME	\$.00	\$85,468.69	\$.00	\$4,997.88	\$1,190.39	91,656.96
	PREMIUM PAY	\$.00	\$3,053.99	\$3,053.99	\$181.28	\$42.56	3,455.51
	REGULAR	\$.00	\$3,729,597.93	\$421,921.65	\$223,634.22	\$53,008.67	4,428,162.47
	SHIFT	\$.00	\$2,273.53	\$204.86	\$108.81	\$32.44	2,619.64
	VISION	\$10,953.42	\$.00	\$.00	\$.00	\$.00	10,953.42
TOTAL 04/2000		\$420,071.73	\$3,928,860.27	\$427,952.16	\$233,874.58	\$55,433.35	5,066,192.09

COM027

Report that provides the number of hours worked and average number of employees for one calendar year to the California Occupational Safety and Health Administration (CalOSHA). If your department participates in CLAS, you should use Common Library Report LEAVE011, which uses the THLAS leave file.

PAGE 1

CAL OSHA REPORT FOR 1999

PAY PERIOD	SSN COUNT	HOURS WORKED*
-----	-----	-----
1999/01	1,068	173,326
1999/02	1,117	166,226
1999/03	1,106	173,628
1999/04	1,106	165,797
1999/05	1,109	173,146
1999/06	1,003	172,765
1999/07	1,077	173,169
1999/08	1,057	173,008
1999/09	1,050	163,891
1999/10	1,053	172,559
1999/11	1,030	173,865
1999/12	1,028	172,499
TOTAL	12,904	2,053,879

** AVE_EMP 1,075

* SICK LEAVE, VACATION AND HOLIDAY HOURS
MUST BE SUBTRACTED FROM TOTAL HOURS WORKED

** AVE_EMP IS THE AVERAGE NUMBER OF
EMPLOYEES PAID FROM 01/1999 THRU 12/1999
FOR REGULAR PAY ONLY

COM028

Report that provides an employee count and calculates the average monthly salary and the average annual salary first for the department as a whole, and second by gender.

PAGE 1

AVERAGE MONTHLY/ANNUAL SALARY TOTAL
FOR ACTIVE AND TEMPORARILY SEPARATED EMPLOYEES
DATA AS OF: 04/14/2000

EMPL COUNT	AVERAGE MONTHLY SALARY	AVERAGE ANNUAL SALARY	GENDER	EMPL COUNT	AVERAGE MONTHLY SALARY	AVERAGE ANNUAL SALARY
-----	-----	-----	-----	-----	-----	-----
3,914	\$2,972.98	\$35,675.85	FEMALE	2,283	\$2,560.49	\$30,725.99
			MALE	1,631	\$3,550.36	\$42,604.43

COM029

Report that produces an ethnic and gender breakdown of employee counts by class title and calculates percentages based on the total count of active employees in each class.

PAGE 1

ETHNIC AND GENDER BREAKDOWN BY CLASS FOR ACTIVE EMPLOYEES
DATA AS OF: 04/14/2000

CLASS TITLE	ETHNICITY	GENDER	EMPLOYEE COUNT	CLASS PERCENT
-----	-----	-----	-----	-----
A INFO SYS AN	FILIPINO	M	1	25.00
	WHITE	F	2	50.00
		M	1	25.00
TOTAL: A INFO SYS AN			4	100.00
ACCOUNTING TECH	HISPANIC	F	1	33.33
		M	1	33.33
	WHITE	M	1	33.33
TOTAL: ACCOUNTING TECH			3	100.00
ASO GOVRL PROG ANL	AMER INDIAN	F	1	5.56
	BLACK	F	2	11.11
		M	1	5.56
	OTHER	F	1	5.56
	WHITE	F	12	66.67
		M	1	5.56
TOTAL: ASO GOVRL PROG ANL			18	100.00

COM032

Report that generates labels to be placed at the top of a standard Individual Development Plan (IDP) form (Std. 637).

INDIVIDUAL DEVELOPMENT PLAN FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEES GUZMAN, MARIANNE ST SVS MANAGE AUD	08/2000 777-313-5841-212
INDIVIDUAL DEVELOPMENT PLAN FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEES SHAFFER, KAITLIN L CLAIM AUDITOR	08/2000 777-313-1771-002
INDIVIDUAL DEVELOPMENT PLAN FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEES WILLIAMS, RICHARD R AS PROG ANALYST/SP	08/2000 777-444-1579-925

COM033

Report that identifies employees on Direct Deposit during a specified pay period.

PAGE 1

EMPLOYEES ON DIRECT DEPOSIT DURING THE 03/2000 PAY PERIOD
DATA AS OF: 04/29/2000 TODAY'S DATE: 05/02/2000

PAYMENT POSITION NUMBER -----	EMPLOYEE NAME -----	SSN ---
555-111-2323-001	DELANEY, DONNA B	444-11-2244
555-111-2324-006	ERWIN, ARTHUR D	544-33-6666
555-122-4455-101	SNEAD, GREGORY L	555-77-9999
555-122-5556-009	GALINDO, MARTHA M	566-44-7788
555-223-2323-203	ANDERSON, JEFFREY	488-77-3333
555-400-3232-001	CHANG, STEVEN R	355-44-9922
555-400-4455-091	WALSH, JEANETTE S	445-34-2233
555-400-6324-222	GOLDBLOOM, DAVID T	549-99-7711

COM034

Report that identifies employees new to headquarters agencies (i.e., CYA, DDS, DMH, and Corrections) during a specified period.

PAGE 1

EMPLOYEES NEW TO THE DEPARTMENT
FROM 07/01/1999 TO 06/30/2000
DATA AS OF: 07/07/2000

POSITION NUMBER -----	SSN ---	TRANS CODE -----	EFF DATE -----	EMPLOYEE -----
555-011-2323-002	444-11-2244	A01	12/01/1999	TAYLOR, DONNA B
555-011-6543-005	444-33-6666	A01	10/01/1999	MORRISON, ARTHUR D
555-013-2555-007	445-34-2233	A02	07/01/1999	COFFEE, STEVEN R
555-013-2877-902	555-77-9999	A01	05/01/2000	SMITH, GREGORY L
555-013-4652-051	566-44-7788	A02	08/15/1999	RIVERA, MARTHA M
556-100-8200-001	588-77-3333	A04	06/01/2000	MATHERS, JEFFREY
556-100-8201-005	589-00-1222	A01	10/01/1999	WALSH, JEANETTE S

INT001

Report that identifies intermittent employees eligible for health/dental benefits based on the specified control period.

PAGE 1

INTERMITTENT EMPLOYEES ELIGIBLE
FOR HEALTH/DENTAL BENEFITS
FOR CONTROL PERIOD 07/1999 TO 06/2000

CURRENTLY ENROLLED	POSITION NUMBER	NAME	SSN	# HRS 6 MOS	# HRS 12 MOS
-----	-----	----	---	-----	-----
NO	333-011-4300-902	BANKS, MARTHA C	011-22-3232	504.00	630.50
	555-011-2323-902	HOLLAND, CURTIS N	234-67-5555	519.00	1202.00
		WALTON, JONATHON	323-99-8888	692.50	1433.75
	555-011-6543-902	VASQUEZ, PAUL R	013-33-4544	492.50	940.00
	555-013-2555-902	WEAVER, SUSAN D	445-34-2233	580.00	1763.00
YES	555-011-2877-902	KELLY, JOHN F	523-66-9999	658.00	1781.00
	555-011-4652-902	SCHULTZ, MICHELLE	134-44-3344	713.00	1445.50
	555-013-7233-902	SMITH, DERRICK D	222-33-7788	901.00	1824.00
	556-113-8200-902	CASTILLO, CARLA C	123-32-5566	706.25	1399.00
		WHITFIELD, DANIEL T	555-44-3232	501.00	1004.50
	555-119-8201-902	RIVERA, MARTHA M	012-22-4343	882.75	1699.25
	555-119-8800-902	GOLDSMITH, JEFFREY	555-77-9999	745.25	1589.75

NOTE: THIS REPORT DOES NOT CONSIDER HOURS WORKED AT ANOTHER AGENCY
DATA AS OF: 07/14/2000

INT002

Report that identifies intermittent employees currently enrolled in health/dental benefits that have become ineligible based on the specified control period.

PAGE 1

INTERMITTENT EMPLOYEES CURRENTLY ENROLLED IN
HEALTH/DENTAL BENEFITS THAT ARE INELIGIBLE
FOR CONTROL PERIOD 07/1999 TO 06/2000

POSITION NUMBER -----	NAME -----	SSN ---	# HRS 6 MOS -----	# HRS 12 MOS -----
555-011-4300-902	CARTWRIGHT, MARTHA C	011-22-3232	404.00	630.50
	MILLER, JONATHON	012-22-4343	419.00	802.00
555-011-6543-902	MARTINEZ, PAUL R	013-33-4544	392.50	940.00
555-013-2555-902	DONNELL, SUSAN D	111-23-4567	380.00	563.00
555-013-2877-902	MOORE, JOHN F	123-32-5566	458.00	781.00
555-013-4652-902	SCHULTZ, MICHELLE	134-44-3344	313.00	945.50
555-019-7233-902	JONES, DERRICK D	222-33-7788	401.00	824.00
	GIBBONS, CARLA C	234-67-5555	406.25	499.00
	RIVERA, MARTHA M	445-34-2233	212.00	695.00
555-100-8800-902	GLOVER, JEFFREY	555-77-9999	343.00	870.00

NOTE: THIS REPORT DOES NOT CONSIDER HOURS EARNED AT ANOTHER AGENCY
DATA AS OF: 07/14/2000

INT003

Report that identifies intermittent employees reaching the end of their vacation or personal holiday waiting period.

PAGE 1

INTERMITTENT EMPLOYEES APPROACHING THE END
OF THEIR VACATION/PERSONAL HOLIDAY WAITING PERIOD
DATA AS OF: 04/28/2000

POSITION NUMBER -----	CLASSIFICATION -----	EMPLOYEE NAME -----	SSN ---	BENEFIT -----	STATE SERVICE MONTHS -----
555-011-4870-902	STUDENT ASSISTANT	RIVERA, MARTHA M	411-22-3232	VA	7
		SCHULTZ, MICHELLE	512-22-4343	PH	9
				VA	9
		VASQUEZ, PAUL R	513-33-4544	PH	5
		WEAVER, SUSAN D	511-23-4567	VA	5
555-012-1123-902	ASSISTANT CLERK	ANDERSON, SARAH B	633-22-9999	VA	5
555-013-1441-902	OFF ASST/GEN	BANKS, MARTHA C	645-34-2233	VA	12
		CASTILLO, CARLA C	534-67-5555	PH	7
		GOLDSMITH, JEFFREY	434-44-3344	PH	15
		KELLY, JOHN F	423-32-5566	PH	8
		SMITH, DERRICK D	622-33-7788	PH	6
555-100-1419-902	KEY DATA OPERATOR	WALTON, JONATHON	555-77-9999	VA	16

INT004

Report that identifies intermittent employees not currently enrolled in a retirement plan that have become eligible.

PAGE 1

INTERMITTENT EMPLOYEES ELIGIBLE FOR RETIREMENT BENEFITS
FOR CONTROL PERIOD 07/1999 TO 06/2000

POSITION NUMBER -----	NAME -----	SSN ---	HOURS PAID -----
555-011-4870-902	TAYLOR, DONNA B	011-22-3232	1,120.00
555-012-1123-902	MORRISON, ARTHUR D	555-77-9999	1,176.00
555-013-1441-902	MATHERS, JEFFREY	134-44-3344	1,833.00
	RIVERA, MARTHA M	523-66-9999	1,712.00
	SMITH, GREGORY L	445-34-2233	1,360.00
	WALSH, JEANETTE S	222-33-7788	1,190.00
555-122-1419-902	COFFEE, STEVEN R	012-22-4343	1,902.00

NOTE: THIS REPORT DOES NOT CONSIDER HOURS WORKED AT ANOTHER AGENCY
BUT DOES INCLUDE HOURS THAT WERE PAYMENT TYPE 8 AND WAS TRANSFERRED
TO PAYMENT TYPE 6 DUE TO IDL. (I.E. PAYEARNID 8WK, 8WKN)

INT005

Report that identifies total hours worked and wages paid to intermittents (roll code 3, 4, 6 or 7) for a specified pay period.

PAGE 1

EXPENDITURE REPORT FOR INTERMITTENTS
 (INCLUDES ALL PAYMENTS EXCEPT NDI)
 FOR JUNE, 2000 PAY PERIOD
 DATA AS OF: 07/14/2000

PAY POSITION NUMBER	NAME	GROSS PAY	DAYS PAID	HOURS PAID
-----	----	-----	----	-----
555-012-1123-902	ANDERSON, SARAH B	\$384.54	0	29.00
	KELLY, JOHN F	\$1,014.65	0	85.00
555-012-4870-902	RIVERA, MARTHA M	\$1,253.22	0	132.00
	SCHULTZ, MICHELLE	\$195.97	0	18.00
	WEAVER, SUSAN D	\$501.12	0	46.00
TOTAL UNIT 012		\$3,339.50	0	310.00
555-014-3131-905	NGUYEN, TRAN	\$994.63	0	77.50
555-015-1139-902	CASTILLO, CARLA C	\$1,266.77	0	160.00
	SMITH, DERRICK D	\$987.78	0	128.00
555-015-1419-902	COFFEE, STEVEN R	\$1,290.46	0	160.00
	MORRISON, ARTHUR D	\$1,313.45	0	96.00
	TAYLOR, DONNA B	\$441.55	0	32.00
	WALTON, JONATHON	\$1,199.75	0	160.00
555-015-1441-902	MARTINEZ, JOSE	\$404.29	0	25.00
	YEE, STEVE	\$499.67	0	46.00
TOTAL UNIT 015		\$7,403.72	0	807.00

INT006

Report that identifies intermittent employees reaching their 1500 hour maximum (worked 1200 hours or more) for the specified year.

PAGE 1

INTERMITTENT EMPLOYEES APPROACHING THEIR 1500 HOUR MAXIMUM
 (1200 HOURS OR MORE) FROM 01/1999 TO 12/2000
 DATA AS OF: 04/28/2000

NAME	POSITION NUMBER	SSN	TOTAL HOURS WORKED*
----	-----	---	-----
CRABTREE, SUSAN D	555-012-1123-902	510-33-4544	1,231.00
FOGERTY, JOHN P	555-015-1441-902	223-66-9999	1,455.00
FONG, ROBERT C	555-015-1419-902	634-32-5577	1,345.00
GORDON, GEORGE	555-012-4870-902	633-22-9999	1,313.00
MARTINEZ, PAUL R	555-015-1139-902	511-23-4567	1,472.00
MORRISON, ARTHUR D	555-011-4870-902	234-44-3344	1,203.00
YEE, STEVE	555-013-1441-902	422-32-5566	1,389.00

*TOTAL HOURS WORKED DOES NOT INCLUDE:
 HOURS WORKED AT ANOTHER AGENCY
 BUT DOES INCLUDE HOURS:
 THAT WERE PAYMENT TYPE 8 AND WAS TRANSFERRED TO
 PAYMENT TYPE 6 DUE TO IDL. (I.E. PAYEARNID 8WK, 8WKN)

INT007

Report that identifies actual time worked (ATW) employees who have worked more than 150 days toward the 194 maximum.

PAGE 1

ACTUAL TIME WORKED (ATW) EMPLOYEES APPROACHING THE 194 DAY MAXIMUM
(MORE THAN 150 DAYS)

DATA AS OF: 04/14/2000

POSITION NUMBER	SSN	NAME	BALANCE
-----	---	----	-----
555-012-1123-902	011-22-3232	RIVERA, MARTHA M	159.00
	549-88-7742	VASQUEZ, PAUL R	165.00
555-012-4870-902	333-61-9900	WEAVER, SUSAN D	155.00
	445-34-2233	ANDERSON, SARAH B	169.00
	545-77-9999	KELLY, JOHN F	192.00
	565-55-4433	GOLDSMITH, JEFFREY	171.00
	611-22-4444	SMITH, DERRICK D	178.00
555-015-1139-902	411-22-3232	CASTILLO, CARLA C	179.00
	512-22-4343	BANKS, MARTHA C	194.00
555-015-1419-902	513-33-4544	CRABTREE, SUSAN D	170.00
	511-23-4567	MARTINEZ, PAUL R	173.00
	633-22-9999	GORDON, GEORGE	192.00
	634-32-5566	FONG, ROBERT C	157.00
555-015-1441-902	223-66-9999	FOGERTY, JOHN P	163.00
	234-44-3344	MORRISON, ARTHUR D	191.00
	422-33-7788	YEE, STEVE	178.00
	523-32-5566	SLAUGHTER, EDWARD	189.00

INT008

Report that identifies intermittent employees with probation reports due and indicates when the report is to be completed.

PAGE 1

INTERMITTENT EMPLOYEES ON PROBATION
DATA AS OF: 04/14/2000

AGENCY	UNIT	HOURS UNTIL NEXT REPORT DUE	PROBATION REPORT DUE	SSN	NAME	HOURS WORKED TOWARDS PROB
-----	----	-----	-----	----	-----	-----
998	221	116.00	1ST	112-23-4444	JOHNSON, STANLEY B	364.00
				211-33-5454	BLACK, JUSTIN W	364.00
				545-44-6611	FISHER, DEBRA A	364.00
		8.00	2ND	111-22-3333	SMITH, JOYCE F	632.00
	222	21.00	2ND	222-11-2121	LEE, TOM L	619.00
		24.00	1ST	221-33-5555	YOUNG, MICHAEL R	296.00
	225	.00	*	245-66-9999	BLACK, JESSICA A	991.75
999	333	6.50	3RD	666-55-4444	FOSTER, MARCUS D	953.50
		12.00	1ST	454-33-2223	FLORES, PAUL	308.00
		24.25	1ST	545-22-3333	TAYLOR, SHAWN S	295.50

*VERIFY DATA ON PIMS/CLAS

LEAVE001

Report that identifies employees on Direct Deposit with less than 40 hours combined balance of Annual Leave, Vacation, CTO, Personal Leave and Excess Hours AND a Sick Leave balance of less than 20 hours.

PAGE 1

EMPLOYEES ON DIRECT DEPOSIT
 THAT DO NOT MEET MINIMUM LEAVE BALANCE REQUIREMENTS
 DATA AS OF: 04/14/2000

UNIT	EMPLOYEE NAME	SSN	ANN LV	CTO	EX	PLP	SL	VAC	TOTAL
----	-----	---	---	---	--	---	--	---	-----
111	ANDERSON, JUNE	411-22-3232	.00	.00	.00	.00	8.00	13.50	21.50
	BANKS, MARTHA C	512-22-4343	.00	.00	.00	.25	.00	24.00	24.25
	CASTILLO, CARLA C	513-33-4544	.00	.00	.00	.00	8.00	19.00	27.00
	GOLDSMITH, JEFFREY	511-23-4567	.00	.00	.00	.00	17.00	4.00	21.00
113	KELLY, JOHN F	633-22-9999	15.50	.00	.00	.00	.00	6.00	21.50
	RIVERA, MARTHA M	423-32-5566	11.00	.00	.00	.00	.00	.00	11.00
	SCHULTZ, MICHELLE	434-44-3344	.00	.00	.00	28.00	8.00	1.25	37.25
	SMITH, DERRICK D	622-33-7788	.00	.00	.00	.00	.00	16.00	16.00
	VASQUEZ, PAUL R	534-67-5555	.00	.00	2.50	.00	.00	2.00	4.50
112	WALTON, JONATHON	645-34-2233	.00	.00	.00	.00	8.00	22.50	30.50

LEAVE004

Report that identifies employees projected to exceed the vacation or annual leave maximum based on an employee's CBID.

Note: This report cannot project changes in leave accrual rates. A footnote has been added to the report to alert the reader that accrual rate changes have not been included in the balances.

PAGE 1

ANTICIPATED OVERAGE OF VACATION OR ANNUAL LEAVE FOR JANUARY 1, 2001
 FOR AGENCY: 100 REPORTING UNIT: 340
 DATA AS OF: 09/22/2000

EMPLOYEE NAME	CBID	PROJ NEW BAL	OVER MAX	VAC/AL AMT EARNED	BENEFIT NAME
-----	----	----	----	-----	-----
CARLSON, JOHN P	R01	436.50	36.50	14.000	VACATION
COLLINS, DAVID B	R01	419.00	19.00	14.000	VACATION
FISHER, ROBERT L	M01	974.00	334.00	20.000	ANNUAL
HORTON, PEGGY N	R01	647.50	247.50	13.000	VACATION
JOHNSON, LORI D	S01	1049.00	409.00	20.000	ANNUAL
KNOLL, BARBARA A	R01	837.00	197.00	18.000	ANNUAL
MALONEY, HAROLD	R01	636.50	236.50	14.000	VACATION
MORENO, AKEMI	R04	492.25	92.25	14.000	VACATION
MULLIN, BERNARD C	S01	747.00	107.00	20.000	ANNUAL
RICHARDS, PAUL D	R01	407.00	7.00	12.000	VACATION
ROSE, GEORGE	R01	404.00	4.00	14.000	VACATION
SERRANO, JANE M	R01	491.50	91.50	14.000	VACATION
SLATER, LEWIS G	R01	498.00	98.00	14.000	VACATION
TRUMAN, HOMIN C	R01	576.50	176.50	12.000	VACATION
YANG, WING Y	R01	406.00	6.00	10.000	VACATION

NOTE: THIS DATA DOES NOT REFLECT VACATION OR ANNUAL LEAVE
 ACCRUAL RATE CHANGES FROM 08/2000 THROUGH 01/01/2001

LEAVE006

Report that identifies employees with a PLP balance and the cost to cashout.

PAGE 1

LIST OF EMPLOYEES WITH A PLP BALANCE AND THE PLP CASH OUT AMOUNT
IN AGENCY 444 AND UNIT 111
DATA AS OF: 04/28/2000

NAME	SSN	CBID	CLASS	HOURLY SALARY	PLP BALANCE	CASH OUT AMOUNT
----	---	----	-----	-----	-----	-----
ALLEN, ROBBIE C	599-99-9999	S17	8101	\$29.13	152.00	\$4,427.76
DESUS, MACY M	288-88-8888	R17	9699	\$26.42	136.00	\$3,593.12
HARPER, MARK H	477-77-7777	R17	9699	\$26.42	112.00	\$2,959.04
JOHNSON, CRYSTAL A	766-66-6666	R17	9699	\$26.42	112.00	\$2,959.04
STOLP, JONATHAN D	555-55-5555	M18	8103	\$33.03	144.00	\$4,756.32
TOTAL FOR UNIT: 111					656.00	\$18,695.28

LEAVE007

Report that identifies employees who have State Service data, but do not have leave benefit data. This report should be run periodically to determine if CLAS needs to be corrected.

PAGE 1

EMPLOYEES WHO HAVE STATE SERVICE, BUT DO NOT HAVE LEAVE BENEFIT DATA
DATA AS OF: 04/14/2000

POSITION NUMBER	NAME	SSN	STATE SERV MNTHS	TIMEBASE	APPT TENURE
-----	----	---	-----	-----	-----
500-100-8094-002	ALLEN, ROBBIE C	999-99-9999	0	FT	P
500-100-8254-143	DESUS, MACY M	888-88-8888	0	FT	T
500-101-7424-007	HARPER, HOLLY H	777-77-7777	0	FT	P
500-200-7425-014	JOHNSON, CRYSTAL A	666-66-6666	0	FT	P
500-200-7425-015	STOLP, JOHNNIE D	555-55-5555	0	FT	P
500-202-7652-004	ONG, VAN E	444-44-4444	0	004/005	L
500-222-8235-910	PALACIOS, WALLEY J	333-33-3333	0	001/002	L
	PERRY, SALLY G	222-22-2222	0	001/002	L
500-222-8253-910	BECKETT, MERCED F	111-11-1111	0	INT	P
	MONGA, RON R	000-00-0000	0	INT	P
	PASCHAL, DON M	999-99-0000	0	INT	P
	SPELLMAN, ROBERT E	888-88-0000	0	INT	P
500-224-8094-911	GUSTAFSON, SANDIE W	777-77-0000	0	INT	P

LEAVE009

Report that provides the total number of CTO hours worked, and the total overtime hours worked and paid for a specified pay period.

PAGE 1

CTO EARNED AND OVERTIME HOURS WORKED/PAID FOR 08/2000 PAY PERIOD
DATA AS OF 09/22/2000

AGY	UNIT	CLASSIFICATION	CTO HOURS EARNED	OT HOURS WORKED	OT HOURS PAID
---	----	-----	-----	-----	-----
100	140	ACCOUNTANT TRAINEE	.000	5.00	\$138.90
		COMPUTER OPR SPR I	.000	4.50	\$150.12
		KEY DATA OPERATOR	.000	418.00	\$9,126.82
		KEY DATA SUPVR I	.000	23.25	\$567.80
		KEY DATA SUPVR II	.000	39.00	\$1,019.46
		MAIL MACH OP II	.000	43.50	\$923.96
		MAIL MACH SUP II	6.000	.00	\$.00
		MAILING MACH SUP I	3.000	7.50	\$193.35
		MICROFILM TECH I	.000	5.00	\$105.90
		MICROFILM TECH II	.000	2.00	\$45.56
		OF S SUP III (GEN)	.000	10.00	\$302.40
		OF SER SUP II (GN)	.000	9.00	\$239.22
		OFF ASST/GEN	12.750	.00	\$.00
		OFF ASST/TYP	.000	19.00	\$389.50
		OFF TECH (TYPING)	.000	17.00	\$403.92
		*TOTAL PAYUNIT 140	21.750	602.75	\$13,606.91
	550	ACCOUNT CLERK II	10.500	.00	\$.00
		ACCOUNTANT TRAINEE	4.500	22.00	\$527.56
		ACCT OF/SPL	56.250	52.50	\$1,658.51
		OFF ASST/TYP	.000	9.00	\$167.40
		PROG TECH	.000	139.50	\$2,788.15
		PROG TECH II	28.500	115.25	\$2,460.82
		PROG TECH III	84.000	107.75	\$2,743.06
		SR ACCT OF/SP	.000	7.00	\$254.10
		SR ACCT OF/SUP	.000	45.00	\$1,802.25
		STAFF SER AN (GEN)	.000	36.00	\$876.36
		STUDENT ASSISTANT	.000	5.25	\$73.40
		SUP PROG TECH I	.000	97.00	\$2,167.92
		SUP PROG TECH II	.000	4.00	\$106.32
		SUP PROG TECH III	81.750	.00	\$.00
		*TOTAL PAYUNIT 550	265.500	640.25	\$15,625.85
		TOTAL	287.250	1,243.00	\$29,232.76

LEAVE010

Report that provides the count of employees who used sick leave, and the total amount of sick leave hours used in a specified leave period. Report includes hours for leave benefits used in lieu of sick leave (leave transaction codes: 04, 71).

PAGE 1

COUNT OF EMPLOYEES WHO USED SICK LEAVE AND
TOTAL SICK LEAVE HOURS USED FOR LEAVE PERIOD 08/2000
DATA AS OF: 09/22/2000

AGY	UNIT	CLASSIFICATION	COUNT OF EMPLOYEES	SICK LEAVE HOURS USED
---	----	-----	-----	-----
100	120	ACCOUNTANT TRAINEE	1	1.00
		ASO GOVRL PROG ANL	2	7.00
		ASO PERSONNEL ANLT	1	10.00
		PERSNL SVS SP I	1	3.50
		PERSNL SVS SP II	1	10.00
		SR ACCT OF/SP	1	1.00
		STAFF SVS MANGER I	1	40.00
		TOTAL FOR UNIT: 120	8	72.50
	140	ACCOUNT CLERK II	1	11.25
		ASO GOVRL PROG ANL	1	17.50
		C.E.A.	1	8.00
		COMPUTER OPERATOR	6	69.50
		COMPUTER OPR SPR I	1	8.00
		INFO SYS TC	2	3.00
		KEY DATA OPERATOR	3	67.00
		KEY DATA SUPVR I	2	32.00
		MAIL MACH OP II	4	70.00
		MICROFILM TECH II	1	8.00
		OFF ASST/GEN	4	60.00
		OFF ASST/TYP	1	16.00
		OFF TECH (TYPING)	1	14.50
		OFF TECHNICN (GEN)	1	21.00
		SR PR TRD SP/GEN	1	16.00
		STAFF SER AN (GEN)	1	4.00
		STUDENT ASSISTANT	1	11.00
		TOTAL FOR UNIT: 140	32	436.75
		TOTAL	40	509.25

NOTE: REPORT INCLUDES LEAVE BENEFITS USED IN LIEU OF SICK LEAVE.
PERSONAL HOLIDAY 'UNIT' USED IN LIEU OF SICK LEAVE BY:
- FULL TIME OR INTERMITTENT EMPLOYEE IS CONVERTED TO 8 HOURS.
- FRACTIONAL EMPLOYEE IS CONVERTED TO ITS FRACTIONAL HOURLY EQUIVALENT.

LEAVE011

Report that provides the number of hours worked and used, and the average number of employees for one calendar year for California Occupational Safety and Health Administration (CalOSHA). This report is similar to COM027, but uses the THLAS Leave file to subtract all hours used to get the final "TOTAL HOURS".

PAGE 1

CAL OSHA REPORT FOR 2000

PAY PERIOD	SSN COUNT	TOTAL HOURS EARNED/WORKED*	HOURS USED***	TOTAL HOURS
-----	-----	-----	-----	-----
2000/01	1,203	188,026.15	18,145.90	169,880.25
2000/02	1,199	195,170.90	17,556.10	177,614.80
2000/03	1,183	193,412.00	19,060.35	174,351.65
2000/04	1,187	184,607.95	23,290.15	161,317.80
2000/05	1,173	191,747.35	19,672.90	172,074.45
2000/06	1,168	193,616.75	22,806.67	170,810.08
2000/07	1,176	185,905.63	26,380.65	159,524.98
2000/08	1,174	195,114.55	23,336.60	171,777.95
2000/09	1,165	190,352.00	20,514.40	169,837.60
2000/10	1,170	188,563.30	19,699.45	168,863.85
2000/11	1,185	192,928.25	17,797.30	175,130.95
2000/12	1,187	193,909.60	33,970.28	159,939.32
TOTAL	14,170	2,293,354.43	262,230.75	2,031,123.68

** AVE_EMP 1,180

* HOURS WORKED FOR REGULAR PAY PLUS HOURS EARNED FOR
LEAVE BENEFIT IDS: CT, EH, EX, MO, OC, PL, PV, OR VT.

** AVE_EMP IS THE AVERAGE NUMBER OF EMPLOYEES PAID
FROM 01/2000 THRU 12/2000 FOR REGULAR PAY ONLY.

*** ALL HOURS USED FOR ALL BENEFITS.

PERS001

Report that identifies employees approaching 20, 25 or 40 years of service within the next 12 months.

PAGE 1

EMPLOYEES APPROACHING 20, 25, OR 40 YEARS OF STATE SERVICE
 WITHIN 12 MONTHS
 DATA AS OF: 07/14/2000

AGY	UNIT	STATE SERVICE GROUP*	ST SVC MNS	EMPLOYEE NAME	CLASS TITLE
---	---	-----	---	-----	-----
998	111	20 YEARS	230	SMITH, DERRICK D	TRAINING OFFICER I
			232	CASTILLO, CARLA C	ASO GOVRL PROG ANL
			234	WALTON, JONATHON	PERSNL SVS SP II
			235	TAYLOR, DONNA B	STAFF SVS MANGER I
			239	MORRISON, ARTHUR D	C.E.A.
		25 YEARS	288	MARTINEZ, JOSE	STAFF SVS MANGER I
			291	YEE, STEVE	ASO GOVRL PROG ANL
			292	SCHULTZ, MICHELLE	SUP PROG TECH III
			295	WEAVER, SUSAN D	STF SVS MGR II/SUP
			297	ANDERSON, SARAH B	STAFF COUNSEL
			298	KELLY, JOHN F	OFF TECH (TYPING)
			300	GOLDSMITH, JEFFREY	KEY DATA SUPVR III
		40 YEARS	468	ADAMS, JAMES C	OF SER SUP II (GN)
				GARVEY, RONALD	ACCT ADMIN I/SUP
			473	HILL, JAVIER	EXEC A
			478	JONES, JUAN M	MAT & STORES SP

* 20 YEARS = 228 TO 240 MONTHS OF STATE SERVICE
 25 YEARS = 288 TO 300 MONTHS OF STATE SERVICE
 40 YEARS = 468 TO 480 MONTHS OF STATE SERVICE

POS001

Report that lists all established or reclassified positions displaying Full Time Equivalency (FTE) and includes the name and time base of the employee occupying the position.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
MANAGEMENT INFORMATION RETRIEVAL SYSTEM
ESTABLISHED POSITIONS BY POSITION NUMBER
DATA AS OF: MAY 31, 2002

PDV1101

001

FACILITY: STATE CONTROLLER'S OFFICE-PPSD

POSITION NUMBER	PSN FTE	EE FTE	PSN TERM DATE	EMPLOYEE TIMEBASE
001-010-1441-001 OFF ASST/GEN CLARK, DAWN M	1.00	1.00		FT
	PRIOR:	001-010-1728-001		
001-010-1728-001 EXEC A RECLASSSED	.00	.00	10/30/01	
	PRIOR:			
001-010-4610-001 NOT FOUND DAVIS, TIMOTHY M	1.00	1.00		FT
	PRIOR:			
001-010-5393-701 ASO GOVRL PROG ANL RECLASSSED	.00	.00	07/31/01	
	PRIOR:			
001-010-5393-702 ASO GOVRL PROG ANL VIRGA, MARK A	1.00	1.00		FT
	PRIOR:			
TOTAL FOR UNIT: 010	3.00	3.00		
001-120-5142-703 ASO PERSONNEL ANLT VACANT	1.00	.00		
	PRIOR:			
TOTAL FOR UNIT: 120	1.00	.00		
TOTAL	4.00	3.00		

POS002

Report that lists all established or reclassified positions displaying Full Time Equivalency (FTE) sorted by Class Title. It includes the name and time base of the employee occupying the position.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
 MANAGEMENT INFORMATION RETRIEVAL SYSTEM
 ESTABLISHED POSITIONS BY CLASS TITLE AND POSITION
 DATA AS OF: MAY 31, 2002

PDV1102

001

FACILITY: STATE CONTROLLER'S OFFICE-PPSD

EMPLOYEE	PSN TERM DATE	EE FTE	PSN FTE	NO. PSNS

ASO GOVRL PROG ANL				
001-010-5393-701 RECLASSED	07/31/01	.00	.00	0
001-010-5393-702 VIRGA, MARK A		1.00	1.00	1
001-160-5393-704 FOSTER, DONNA G		1.00	1.00	1
001-160-5393-705 CLARK, BRENDA A		1.00	1.00	1
001-255-5393-700 WILLIAMS, GREGG M		1.00	1.00	1
TOTAL FOR: ASO GOVRL PROG ANL		4.00	4.00	4
ASO PERSONNEL ANLT				
001-120-5142-703 VACANT		.00	1.00	1
TOTAL FOR: ASO PERSONNEL ANLT		.00	1.00	1
EXEC A				
001-010-1728-001 RECLASSED	10/30/01	.00	.00	0
TOTAL FOR: EXEC A		.00	.00	0
NOT FOUND				
001-010-4610-001 DAVIS, TIMOTHY M		1.00	1.00	1
TOTAL FOR: NOT FOUND		1.00	1.00	1
TOTAL		5.00	6.00	6

□

POS003

Report that provides a summary of established filled/vacant positions sorted by Class Title.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
 MANAGEMENT INFORMATION RETRIEVAL SYSTEM
 FILLED/VACANT POSITION SUMMARY BY FACILITY AND CLASS TITLE
 DATA AS OF: MAY 31, 2002

PDV1103

001

FACILITY: STATE CONTROLLER'S OFFICE-PPSD

CLASS TITLE -----	TYPE OF POS -----	CLASS CODE -----	TOTAL AUTHORIZED -----	EST PSNS AUTH -----	EST PSNS FILLED -----	EST PSNS VACANT -----
A DIR EXT AFF	4	0375	1.00	1	1	0
ACCOUNTANT TRAINEE		4179	1.00	1	1	0
ACCOUNTING TECH		1741	2.00	2	2	0
ACCT I/SP		4177	2.00	2	1	1
ACCT OF/SPL		4546	2.00	2	1	1
ASO ADM ANLY AC SY		5304	1.00	1	1	0
ASO GOVRL PROG ANL		5393	2.00	2	2	0
ASO PERSONNEL ANLT		5142	3.00	3	2	1
BUS SVS O I/SUP		4722	1.00	1	1	0
BUSNS SVS A SP		4707	2.00	2	2	0
C.E.A.		7500	1.00	1	1	0
CH DEP DIR	4	0630	1.00	1	1	0
NOT FOUND	4	4610	1.00	1	1	0
OF SER SUP I (TYP)		1148	1.00	1	1	0
OFF ASST/GEN		1441	1.00	1	1	0
PERSNL SP		1303	1.00	1	0	1
SP A	4	0628	1.00	1	1	0
SR ACCT OF/SUP		4569	1.00	1	1	0
STAFF SVS MANGER I		4800	3.00	3	3	0
STF SVS MGR II/SUP		4801	1.00	1	1	0
STRATEGC PLN&C ADV	4	4623	1.00	1	1	0
TOTAL			30.00	30	26	4

□

POS004

Report that provides a department summary of established filled/vacant positions sorted by Class Code.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
MANAGEMENT INFORMATION RETRIEVAL SYSTEM
DEPARTMENT SUMMARY FILLED/VACANT POSITIONS BY CLASS CODE
DATA AS OF: MAY 31, 2002

PDV1104

001

DEPARTMENT: STATE CONTROLLER'S OFFICE-PPSD

CLASS CODE	CLASS TITLE	TYPE OF POS	TOTAL AUTHORIZED	EST PSNS AUTH	EST PSNS FILLED	EST PSNS VACANT
-----	-----	----	-----	----	-----	-----
0375	A DIR EXT AFF	4	1.00	1	1	0
0628	SP A	4	1.00	1	1	0
0630	CH DEP DIR	4	1.00	1	1	0
1138	OFF TECHNICN (GEN)		1.00	1	1	0
1148	OF SER SUP I (TYP)		1.00	1	1	0
1317	SR PERSNL SP		1.00	1	1	0
1441	OFF ASST/GEN		1.00	1	1	0
1741	ACCOUNTING TECH		2.00	2	2	0
4177	ACCT I/SP		2.00	2	1	1
4179	ACCOUNTANT TRAINEE		1.00	1	1	0
4546	ACCT OF/SPL		2.00	2	1	1
4569	SR ACCT OF/SUP		1.00	1	1	0
4610	NOT FOUND	4	1.00	1	1	0
4623	STRATEGC PLN&C ADV	4	1.00	1	1	0
4707	BUSNS SVS A SP		2.00	2	2	0
4722	BUS SVS O I/SUP		1.00	1	1	0
4800	STAFF SVS MANGER I		3.00	3	2	1
4801	STF SVS MGR II/SUP		1.00	1	1	0
5142	ASO PERSONNEL ANLT		3.00	3	2	1
5304	ASO ADM ANLY AC SY		1.00	1	1	0
5393	ASO GOVRL PROG ANL		1.00	1	1	0
7500	C.E.A.		1.00	1	1	0
TOTAL			30.00	30	26	4

□

POS005

Report that displays positions where expenditures have not been charged to the listed positions for 6 consecutive months or more in a fiscal year.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
MANAGEMENT INFORMATION RETRIEVAL SYSTEM
POTENTIAL ABOLISH - POSITIONS WITH NO EXPENDITURES
FOR 6 OR MORE CONSECUTIVE MONTHS
EXCLUDING EXEMPT 4 AND STATUTORY 7
BY FACILITY AND POSITION NUMBER
DATA AS OF: MAY 31, 2002

PDV1105

001

FACILITY: STATE CONTROLLER'S OFFICE-PPSD

POSITION NUMBER AGY-UNT-CLAS-SER	CLASS TITLE	AUTHORIZED FTE	PSN TERM DATE	1ST MONTH WITH NO EXPENDITURE
-------------------------------------	-------------	-------------------	------------------	----------------------------------

001-150-1728-001	EXEC A	1.00		07/2001
		PRIOR:		
001-232-9927-001	PROG TECH	1.00		07/2001
		PRIOR:		
001-252-9927-004	PROG TECH	1.00		11/2001
		PRIOR:	001-252-9928-006	
001-260-9928-001	PROG TECH II	1.00		11/2001
		PRIOR:	001-231-9928-002	
001-270-9247-010	VICTIM COMP SP	.00	12/02/01	07/2001
		PRIOR:	001-271-9247-003	
001-270-9247-015	VICTIM COMP SP	1.00		07/2001
		PRIOR:	001-271-9247-009	
001-270-9247-023	VICTIM COMP SP	.00	12/02/01	07/2001
		PRIOR:	001-272-9247-008	
001-272-9247-001	VICTIM COMP SP	1.00		07/2001
		PRIOR:		
001-320-4160-001	STAFF MGMT AUDITOR	.00	02/28/02	07/2001
		PRIOR:		
001-411-1582-002	ST PROG ANLYST/SUP	.00	02/10/02	09/2001
		PRIOR:		

TOTAL

6.00

POS006

Report that displays a summary of the number of positions where expenditures have not been charged to a position for 6 months or more in a fiscal year.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
 MANAGEMENT INFORMATION RETRIEVAL SYSTEM
 POTENTIAL ABOLISH - POSITIONS WITH NO EXPENDITURES
 FOR 6 OR MORE CONSECUTIVE MONTHS
 EXCLUDING EXEMPT 4 AND STATUTORY 7
 DEPARTMENT SUMMARY BY FACILITY
 DATA AS OF: MAY 31, 2002

PDV1106

DEPARTMENT -----	FACILITY -----	NUMBER OF POSITIONS -----
STATE CONTROLLER'S OFFICE-PPSD		10
TOTAL		10

□

POS007

Report that displays positions where expenditures have not been charged to that position for 3, 4, or 5 months prior to the date the file was updated.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
MANAGEMENT INFORMATION RETRIEVAL SYSTEM
POSITIONS WITH NO EXPENDITURES FOR 3, 4 OR 5 MONTHS
EXCLUDING EXEMPT 4 AND STATUTORY 7
BY FACILITY AND POSITION NUMBER
DATA AS OF: MAY 31, 2002

PDV1107

001

FACILITY: STATE CONTROLLER'S OFFICE-PPSD

POSITION NUMBER AGY-UNT-CLAS-SER	CLASS TITLE	AUTHORIZED FTE	PSN TERM DATE	NBR MTHS WITH NO EXPENDITURE
-------------------------------------	-------------	-------------------	------------------	---------------------------------

001-034-8094-024	REGISTERED NURS/SF	1.00	05/05/02	04
------------------	--------------------	------	----------	----

PRIOR:

001-034-8094-032	REGISTERED NURS/SF	1.00		05
------------------	--------------------	------	--	----

PRIOR: 001-074-8094-025

001-052-8236-032	PSYCH TECH A /S	1.00		05
------------------	-----------------	------	--	----

PRIOR: 001-052-8253-121

001-054-8094-047	REGISTERED NURS/SF	1.00	05/05/02	04
------------------	--------------------	------	----------	----

PRIOR:

TOTAL

4.00

□

POS008

Report that displays a summary of the number of positions where expenditures have not been charged to a position for 3, 4, or 5 months prior to the date the file was updated.

06/01/02

STATE OF CALIFORNIA-STATE CONTROLLER'S OFFICE-PPSD
 MANAGEMENT INFORMATION RETRIEVAL SYSTEM
 POSTIONS WITH NO EXPENDITURES 3, 4 OR 5 MONTHS
 EXCLUDING EXEMPT 4 AND STATUTORY 7
 DEPARTMENT SUMMARY BY FACILITY
 DATA AS OF: MAY 31, 2002

PDV1108

DEPARTMENT	3 MONTHS	4 MONTHS	5 MONTHS	TOTAL

STATE CONTROLLER'S OFFICE-PPSD	3	0	5	8
TOTAL	3	0	5	8

□